



DEPARTMENT OF THE ARMY  
CHARLIE COMPANY, 554<sup>th</sup> ENGINEER BATTALION  
1<sup>st</sup> ENGINEER BRIGADE  
FORT LEONARD WOOD, MISSOURI 65473-8941

REPLY TO  
ATTENTION OF

ATSE-DEC

27 April 2006

MEMORANDUM FOR ALL Inbound Students to C/554<sup>th</sup> Engineer Battalion

SUBJECT: Welcome Letter

1. Welcome to Charlie Company, 554th Engineer Battalion. You will soon become part of a proud Battalion, with lineage and battle honors from both World War II and Vietnam. Today, we train the future leaders of our regiment, providing command support for over 35 classes each fiscal year; to include **ECCC, ECCC-RC, WOBC, WOBC-RC, WOAC, and WOAC-RC** for the 210A, 919A, and 215D Warrant Officer MOSs.

As the company commander, I ask that each student complete the following in preparation for your class:

- 1) Prepare to meet **Height/Weight** Standards (new AR 600-9; DA Memo on website)
- 2) Prepare to pass the Army **APFT** (review score tables; DA Memo on website)
- 3) Read your class **Reporting Procedures** and **Frequently Asked Questions** links on website
- 4) Read all of the company **Policy Letters**
- 5) If you are coming on a **TDY** status, read and understand the **MTSS Info Paper**

As you can imagine, each course is challenging and demanding, but not impossible. Prepare accordingly!

2. **Housing and Billeting.** On Post Housing for PCS personnel is now privatized through American Eagle Communities (573.596.0859). Temporary Lodging is available through the Fort Leonard Wood Lodging office by calling 1.800.677.8356.

a. Reserve and National Guard officers on a **TDY** status will fall under the newly implemented MTSS program. It is **absolutely** essential that you read the **MTSS Info Paper** on the website. A quick summary: you **MUST** make your lodging arrangements through the FLW Lodging office; you will be issued a meal card that is valid Monday-Friday, only drawing "full per diem" on the weekends and federal holidays. When billets are not available on post, **ONLY the FLW lodging office** can make arrangements for you to reside off post. With an advance reservation/notification, it is possible to move into a room on the day of arrival. I encourage each of you that are coming here TDY to call the lodging office in advance (1.800.677.8356) to inform them of your impending arrival and lodging needs. If possible, they will reserve a room for you at that time.

3. The POC for this memorandum is the Company Commander, C/554<sup>th</sup> EN BN @ 573.596.0800.

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CPT, EN  
Commanding